USER'S GUIDE

SPB CEA AND EXEMPT BULLETIN
ON-LINE SYSTEM

INDEX

Welcome

Welcome to the State Personnel Board's On-Line Career Executive Assignment (CEA) and Exempt Bulletin System.

The SPB CEA and Exempt Bulletin System has been designed to provide departments the following functionality:

1- Replaces the current requirement that departments post their CEA Bulletins on the SPB Exam Bulletin Phone System.
2- Provides a user-friendly and effective method of posting and managing upcoming CEA/Exempt bulletins utilizing a centralized on-line website for departments to post their CEA and Exempt Bulletins.
3- Increases departmental recruitment efforts by providing eligible candidates a centralized on-line location to view, print, and/or save CEA and Exempt Bulletins
4- Features daily electronic e-mail distribution processing of new CEA and Exempt bulletins to Departmental Bulletin Distribution Recipients (BDRs) service wide.
5- Features daily electronic e-notify distribution processing of new CEA/Exempt bulletins to user(s) who have signed up to receive them via their e-mail.

SPB will assign one Administrator per department. The Departmental Administrator will be provided a Password and User ID for the Department by SPB. The Departmental Administrator will then have the ability to independently assign Departmental Users access to the SPB On-Line Exam System to post departmental CEA or Exempt Bulletins, allowing Departmental representatives the ability to manage their own CEA and Exempt Bulletin postings. Departmental Administrators and Users will have the ability to create a new bulletin using the on-line system (with the ability to use their own departmental seal on the bulletin). Departmental representatives can upload copies of their own Exempt bulletins in PDF or GIF formats.

Role Of The SPB Administrator

The SPB Administrator will assign one Administrator per department.

SPB Administrator has the authority to:

1- Add, Delete or Edit Departmental Administrators.
2- Respond to Departmental questions submitted on-line. Note: The SPB Administrator determines if specific departmental questions submitted and the SPB response should be listed in the Frequently Asked Questions Section of the website.
3- Access the Utilities Maintenance Function to create reports based on CEA and Exempt Bulletins, View all Departmental Administrators, and process departmental Administration Assignment Requests.
4- Monitor to ensure that each department has designated a departmental e-mail account to receive copies of the CEA and Exempt Bulletins posted on-line.

Role Of The Departmental Administrator

The Departmental Administrator will have the ability to independently manage their department's on-line CEA and Exempt Bulletins.

Departmental Administrators have the authority to:

1- Assign Departmental Users for their Department only.
2- Edit and Delete Departmental Users.
3- Designate Departmental Bulletin Distribution Recipients (BDR).
    - The Departmental Administrator must designate an e-mail account the department wishes to use to receive notices/copies of CEA and Exempt Bulletins.
    - Departments should monitor this account every workday and create an internal process to distribute CEA and Exempt Bulletins.
    - As a best practice SPB recommends creating a generic e-mail account and assigning departmental staff to monitor this account, in order to ensure the account is being monitored on a daily basis.
    - It is the department's responsibility to ensure they are properly monitoring and posting CEA Bulletins.
    - CEA bulletins must be distributed service wide. Assigning a specific staff person's e-mail address may cause complications if that individual is on vacation, is out sick or moves to another position.
    - Departments may designate multiple BDRs.
4- Departmental Administrators will have the same ability to post and edit departmental CEA and Exempt Bulletins as Departmental Users.

Role Of The Departmental User

Departmental Users will have the ability to independently post departmental CEA and Exempt Bulletins. Departmental Users will be able to use the on-line system to:

1- Create New On-Line CEA and Exempt Bulletins.
2- Upload Existing Exempt Bulletins in PDF or GIF formats.
3- Upload Departmental Seal. This will allow departments the ability to personalize their bulletins by including their departmental Seal on their CEA and Exempt bulletins.
4- Edit Existing Bulletins.
5- Revise a previously released CEA or Exempt Bulletin and re-release it.
6- Submit Questions to the SPB Administrator for assistance.

Using The On-Line System To Post CEA And Exempt Bulletins

Departmental Users will have the option of creating a new On-Line Bulletin which will be immediately posted to the SPB website based on the release date entered, accessing and revising a previously posted Bulletin to re-release it, or uploading a PDF version of their Bulletin (for Exempt Bulletins only).

Information that is required on all CEA Bulletins such as EEO Statement and the Minimum Qualifications have been hard coded into the system and will appear on the final bulletin itself. The system has been created to allow Departmental Users to select from drop down menus information specific to their department and position that must be posted on the bulletin, such as CEA level (for CEA Bulletins). Other text fields are set up to allow departmental users to customize their bulletins.

California State departments are required to post CEA Bulletins for a minimum of ten working days on the SPB website (excluding weekends and holidays). The system is coded to not allow Users to select a final filing date less than ten working days from the release date of their CEA Bulletins. Exempt positions are not covered by civil service requirements and therefore are not required to be listed on the SPB website, however many state departments choose to post their Exempt vacancies on the SPB website for recruitment purposes.

How To Post A New CEA Or Exempt Bulletin

1. From the On-Line CEA Exam Bulletin Menu on the left hand side of the screen select Create New CEA or Create New Exempt Bulletin.
2. The Screen will then prompt Departmental Users to make selections from drop down menus and to fill in fields of information.
3. Select the Click to Continue Button after filling in each page to move to the next page.
4. The final page will allow you to review and edit the information you have selected/entered to create your Bulletin before it is submitted. If you are satisfied click Save/Submit this Bulletin.
5. The Bulletin will be automatically posted and made available for viewing/printing on the release date indicated.

How To Update/Edit An Existing Bulletin Or Re-Release A Previously Posted Bulletin

If the final filing date for the CEA or Exempt Bulletin you wish to use has expired:
1. From the On-Line CEA Exam Bulletin Menu on the left hand side of the screen select Use Old CEA Bulletin or Use Old Exempt Bulletin.
2. The system will list all of the previously posted CEA or Exempt Bulletins by their final filing date.
3. Once you have located the CEA or Exempt Bulletin you wish to update select the Make New Bulletin from this Bulletin Option.
4. The system will now allow you to edit and repost the Old CEA or Exempt Bulletin with a new release date.

If the filing date has not expired and you need to make minor changes or extend the final filing date of an existing CEA or Exempt Bulletin:

1. From the On-Line CEA Exam Bulletin Menu on the left hand side of the screen select from the following three options:
   - Edit Existing Bulletin CEA Entered
   - Exempt Entered; or
   - CEA/Exempts Uploaded to view all current entries.
2. The Bulletins will be listed by Final Filing Date. Select the Bulletin you wish to edit from the Table.
3. Once you have selected the Bulletin you wish to edit, you can make the necessary edits and click on the Save/Print PDF Button to post the revised version of the bulletin.

How To Upload A Exempt Bulletin In PDF Format

Departments have the option of uploading existing Exempt Bulletins created in a PDF format onto the SPB website.
1. From the On-Line CEA Exam Bulletin Menu on the left hand side of the screen select Upload Exempt Bulletin.
2. Type in the full path and PDF file name or use the Browser Option to search for the PDF file name on your local system. Once you have located and select the correct file, click the Upload to Server Button.
3. The system will then prompt you to select and fill in information which must be included on the bulletin listing from several drop down menus and fields, such as the type of document the bulletin being uploaded is saved as (PDF or GIF), and departmental contact information.
4. Select Save and the Bulletin will be saved and posted on the release date indicated.
5. If you wish to view the Bulletin you can select it from the Exempts Uploaded option on the On-Line Bulletin Menu.

How To Upload A Departmental Seal

Departmental Administrators have the ability to upload their Departmental Seal to personalize the look of their Department's Bulletins.

1. From the On-Line CEA Exam Bulletin Menu on the left hand side of the screen select Administrators.
2. Next select Upload Departmental Seal.
3. Following the instructions for uploading click the browse button to locate the file.
4. Please Note: Departmental Seal must be saved in a gif image format 70x80 pixels.
5. Once you have located the file click upload to Server.
6. The Departmental Seal will only need to be uploaded once into the System. Once the Seal has been uploaded departmental Users can select to have their departmental seal posted on the Bulletins they have entered into the system.

Instructions For Departments who Post CEA Bulletins For Multiple Departments

A few of the smaller departments contract with larger departments to do their personnel work including posting their CEA Bulletins. Department representatives who post CEA Bulletins for multiple departments should follow the steps outlined below.

1. Departmental Administrators must register separately for each department they will post CEA Bulletins for. Once the Departmental Administrator has registered for their department they must sign in and separately request to obtain Administrator status for each department by clicking on the "Sign Up As Dept Admin for Another Dept" from the left hand menu. Each request must be approved by SPB.
2. The same User ID and Password will be used when signing up to post bulletins for multiple departments. When signing in the Departmental Administrator must select which department he/she will be posting bulletins for from a drop down menu. If it is necessary to post bulletins for multiple departments the same day it the Departmental Administrator/User must sign out once the bulletins for a specific department have been completed and to sign back in and select the next department they wish to post bulletins for from the drop down menu.
3. Once a Departmental Administrator has registered to post CEA Bulletins for multiple departments it is possible to assign Departmental Users access to post Bulletins for multiple departments. The Departmental Administrator must sign in under the department they wish to assign Departmental Users to each time they are assigning Departmental Users to different departments.

What To Do If You Need Assistance

The On-Line CEA and Exempt Bulletin System has been created to provide Departmental Users and Administrators the ability to independently manage their CEA and Exempt Bulletins. If you find you have a question follow the steps recommended below.

1. First check the Frequently Asked Questions (FAQs) section of the website to see if you can find the answer to your question here.
2. If you continue to need assistance next contact your Departmental Administrator to determine if they can resolve your question.

3. If you are unsure who your Departmental Administrator is, you can look that information up by selecting Who is Dept Administrator from the CEA Exam Bulletin Menu.
4. If you wish to submit a question directly to the SPB Administrator select HELP or Submit/Questions Problems from the On-Line CEA and Exempt Bulletin System Menu on the left hand side of the screen.
5. Enter your question into the fields provided and select Submit.
6. You will receive a call or e-mail back once you question has been received and reviewed.

Breakdown of the Separate Sections of an On-Line CEA Exam Bulletin

Sections of the On-Line CEA Bulletin System that contain information that is required and not subject to change, such as the Minimum Qualifications, has been hard coded into the system and will automatically appear on the finished bulletin. Department representatives will have the flexibility to select from drop down menus or fill into fields information that is specific to their position, such as the Desirable Qualifications.

Note: Exempt positions are not governed by civil service laws and rules and therefore allow for greater flexibility. The On-Line System has been created to allow for maximum flexibility when departmental representatives are creating Bulletins for Exempt positions.

The following information breaks down the separate sections of a CEA Bulletin and outlines the sections which will require departmental input vs. the sections which have been hard coded into the On-Line CEA/Exempt Bulletin System.

Equal Employment Opportunity Statement:
This section has been hard coded into the system, the following will automatically appear on the bulletin. This agency guarantees equal opportunity to all regardless of race, sex, religion, national origin, ancestry, age, marital status, disability or sexual orientation.

Drug-Free Workplace Statement:
This section has been hard coded into the system, the following automatically appear on the bulletin. It is an objective of the state of California to achieve a drug free workplace.

Position Title:
This section is a fill in field.

CEA Level:
Dept representatives must select the CEA level the position has been designated from a drop down menu.

Salary Range:
This field is a fill in field. While specific salaries have been designated for CEA levels, departments do have some discretion with salaries for CEA positions.

Release Date:
Department representatives must select the release date from a drop down menu. Note: the date the CEA bulletin is entered into the system may not be used as the release date. The earliest release date that can be selected is the next working day.

Final Filing Date:
Department representatives can select the final filing date from a drop down menu and/or indicate until filled. Departments are required to post CEA Bulletins for a minimum of ten working days.   When determining a final filing date it is helpful to remember that due to the nature of CEA examinations, departments have the flexibility to extend the final filing date, or if they do not receive an adequate # of candidates to re-issue the bulletin and merge the eligibility list as long as the exact same selection process is utilized. If necessary departments can opt to state "until filled" on the exam bulletin, as long as all candidates who apply and meet the minimum qualifications are given the opportunity to compete in the exam process.

Note: When extending the final filing date of a CEA Exam Bulletin please keep the following information in mind.
- In order to extend the final filing date of a CEA bulletin currently posted it is necessary to go into the system prior to the final filing date passing, selecting the bulletin, and selecting a new final filing date.
- If the final filing date has passed, the bulletin must be re-released.
- When selecting until filled, department representatives must remember to go into the system and close out the bulletin by selecting a final filing date once the position has been filled.

Position Description (Duties and Responsibilities):
This is a fill in field. This information is specific to the position.

Examination Information:
The system has been hard coded to include information on the bulletin which indicates the following: a final earned rating of 70% must be attained in order to obtain a ranking on the eligible list; hiring interviews may be conducted with the most qualified candidates; all candidates will receive written notification of their examination result; and applications will be retained for twelve months.

The following information **must be** included by the department representative and entered into the fill in field titled Examination Information: type of exam method(s) utilized; total weight of each selection instrument(s), specify the weight carried by each part of the exam process from 0% to 100%; if the eligibility list may be used to fill other CEA positions that are substantially the same (must list position(s) by title); and if the eligibility list may be used to fill subsequent vacancies of the same position (up to a maximum of twelve months).

A drop down menu will prompt departmental representatives to indicate if the list created from the exam may be used to fill subsequent vacancies of the same position, or other

CEA positions which are substantially the same. Note: If the list may be used to fill other CEA positions that are substantially the same the department must specify which positions.

Departmental Contact Information is also required and is a fill in field.

Minimum Qualifications:
The Minimum Qualifications for the CEA class code 7500 have been hard coded into the system. In order to have eligibility to compete in CEA examinations applicants must meet one of the following qualifications: have current permanent California State civil service status as required in Government Code Section 18547, and as defined in the Constitution of the State of California Article 7, Section 1 and Section 4; meet the criteria in Government Code Section 18990 for Legislative employees; or meet the criteria in Government Code Section 18992 for Executive Branch exempt employees.

Description of Desirable Qualifications:
This is a fill in field. When examining for either a group of positions or a single position, "Desirable Qualifications" (DQs) should be developed and listed on the bulletin. The purpose of DQs is to provide the department with a means of evaluating competitors, as well as providing competitors with a means of determining their own relative competitiveness. DQs are an appropriate place to specify the amount, kinds and level of education and experience that are not part of the Minimum Qualifications but which have been identified as job related and desirable for the position and are being utilized as part of the selection process. They also serve as a guide for candidates to provide appropriate information to demonstrate their qualifications for the position in their Statement of Qualification and application.

How to apply:
The following information is hard coded into the system and will appear on the CEA Bulletin: interested applicants must submit a complete Standard State Application (Form 678); a "Statement of Qualifications". The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than tow pages in length; and Resumes do not take the place of the Statement of Qualifications.

There is a fill in field here where departments can indicate additional information regarding how to apply.

Filing Instructions:
This is a fill in field.   Department representatives can add specific filing instructions onto the bulletin.

Additional Information:

This is a fill in field where departments can include additional information about the position or the selection process.

Special Testing:
The following information has been hard coded into the system and will appear on the Bulletin: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application" Section of the SPB Standard Application, Form 678. You will be contacted to make specific arrangements.